



Together, Investing in Municipal Excellence

STILLWATER UTILITIES AUTHORITY MEETING AGENDA

JUNE 16, 2025

723 S. Lewis Street, Room 1122B

Stillwater, OK 74074

5:30 PM

Chair Will Joyce, Vice Chair Amy Dzialowski, Trustees Christie Hawkins, Kevin Clark, & Tim Hardin

1. Call Meeting to Order

2. Consent Docket

Items listed on the consent docket are routine administrative matters that may be approved without discussion. The Trustees will take action on these items collectively with a single vote. The requested action is indicated for each item listed. Should a Trustee elect to discuss, amend, revise, or table any item listed on the consent docket, the item will be moved to the section of the agenda titled "Items Removed from the Consent Docket" for consideration and possible action. Additionally, a Trustee or the General Manager may simply ask the Chair to remove an item from the consent docket prior to action by the Trustees and no action will be taken on the removed item at this meeting.

a.	Approve June 2, 2025 regular meeting minutes.		
b.	Approve a budget amendment transferring the dedicated portion of increased sales tax revenue from the City's General Fund to the Stillwater Utilities Authority.		Christy Cluck
c.	Approve extension agreement for High Voltage Tree Removal Services to Davey Tree Surgery Company (SUA Bid #30-2023) and authorize expenditures up to \$1,781,100.	SUA-25-13	Loren Smith
d.	Approve budget amendment for FY26 expenditure to Wartsila for parts or services for maintenance requirements for the engine/generators at SEC.	SUA-25-14	Loren Smith

3. Public Comment on Items not Scheduled for Public Hearings

Stillwater City Code, Section 2-53(a) & (b), provides that taxpayers or residents of the city, or their authorized legal representatives, may address the Trustees at a regularly scheduled meeting on any item of business

listed on the meeting agenda provided they have submitted a written request prior to the meeting either online at Request to speak form or via the form found in the lobby outside Council chambers.

4. Items Removed from the Consent Docket

Items removed from the consent docket are placed on this section of the agenda for discussion, revision, amendment and/or tabling prior to action by the Trustees. The Trustees may take action, including a vote or series of votes, on items removed to this section of the agenda after the requested discussion, revision, or amendment.

5. General Orders

The Stillwater Utilities Authority will hear a staff presentation, discuss, and take action including a vote or series of votes on each item listed as presented or as amended or revised by the Stillwater Utilities Authority unless the agenda entry specifically states that no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the Stillwater Utilities Authority.

a.	Waste Management’s 2025 Solid Waste Study presentation by NewGen Strategies LLC. No action will be taken on this item.	SUA-25-15	Matt Faulkner
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6. Questions and Inquiries

7. Reports from Officers and Boards

Announcements and remarks of general interest may be made by Trustees, General Manager or General Counsel. Items of City business that may require discussion or action, including a vote or series of votes, are listed below

8. Adjourn

On June 13, 2025 at 9:45 a.m., a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street, Stillwater, OK.

The City of Stillwater encourages participation from all citizens. If participation at any public meeting is not possible due to a disability, please notify the City Manager’s office at least 48 hours prior to the meeting by calling 405.742.8243.

- Meetings are televised on AT&T U-verse channel 99 and Optimum channel 14.
- Find meeting agendas and minutes online at [Agendas and Minutes](#)
- Official minutes are archived in the City Clerk’s office.

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW THE AGENDA
WAS POSTED MAY 30, 2025 AT 9:30 A.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER UTILITIES AUTHORITY
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
JUNE 2, 2025**

PRESENT: CHAIR WILLIAM H. JOYCE, VICE CHAIR AMY DZIALOWSKI
TRUSTEES CHRISTIE HAWKINS, KEVIN CLARK AND TIM HARDIN
ABSENT: NONE

1. CALL MEETING TO ORDER

Chair Joyce called the meeting to order at 6:23 p.m.

2. CONSENT DOCKET

- a. Approve May 19, 2025 regular meeting minutes.
- b. Approve budget amendments to reflect receipt and appropriation of insurance proceeds related to property damage.
- c. Approve a budget amendment to transfer funds from the SUA Wastewater Fund to the City's Airport Fund for debris removal, haul-off and disposal related to relocation of sewer lines in connection with the Stillwater Regional Airport Terminal Building and Improvements project.

MOTION BY VICE CHAIR DZIALOWSKI, SECOND BY TRUSTEE HAWKINS TO APPROVE THE CONSENT DOCKET AS PRESENTED.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

3. PUBLIC COMMENT ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING

There were no requests to speak on agenda items not scheduled for public hearing.

4. ITEMS REMOVED FROM CONSENT DOCKET

None.

5. RESOLUTIONS

- a. Resolution No. SUA-2025-2: A resolution of the Stillwater Utilities Authority adopting an operating budget for the Fiscal Year 2025-26.

MOTION BY TRUSTEE CLARK, SECOND BY VICE CHAIR DZIALOWSKI TO ADOPT RESOLUTION NO. SUA-2025-2 AS PRESENTED.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

6. QUESTIONS & INQUIRIES

None.

7. REPORTS FROM OFFICERS & BOARDS

- a. Miscellaneous items from the General Counsel: No report.
- b. Miscellaneous items from the General Manager: No report.
- c. Miscellaneous items from Trustees: No report.
 - i) Discussion about scheduling items for upcoming meetings

8. ADJOURN

MOTION BY TRUSTEE HAWKINS, SECOND BY TRUSTEE CLARK TO ADJOURN THE JUNE 2, 2025 REGULAR MEETING OF THE STILLWATER UTILITIES AUTHORITY.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

The June 2, 2025 regular meeting of the Stillwater Utilities Authority adjourned at 6:24 p.m.

WILLIAM H. JOYCE, CHAIR
STILLWATER UTILITIES AUTHORITY

TERESA KADAVY, SECRETARY
STILLWATER UTILITIES AUTHORITY

Budget Amendment Request

For Budget Year 2025

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449

Office: 405.372.0025
Web: stillwater.org

Date: 06/10/2025

Department: Finance

Requested by: Christy Cluck

Explanation:

Revenue:
Increase transfers-in from General Fund to SUA for the dedicated portion of the increase in sales tax projections.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Transfer In	9000000 - 61000		\$ 10,302,000	\$ 350,000	\$ 10,652,000
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

Net Change: (will usually result in a total increase or decrease)

\$ 350,000

Reviewed by Department Manager: _____

Date: _____

Reviewed by Finance: Christy Cluck

Date: 6-10-25

Approved by CMO: _____

Date: _____

Approved by City Council: ☐ Yes ☐ No

Date: _____

Processed by Finance: _____

Date: _____

Set ID: _____

Date Sent to SA&I: _____

--Print on Yellow Paper--

REPORT TO: STILLWATER UTILITIES AUTHORITY**MEETING DATE: JUNE 16, 2025**

Agenda Item:	2.c. SUA-25-13								
Previous/Related Action:	SUA-23-27 Bid Award								
Background/Issue:	Stillwater Utilities Authority (SUA) contracts for high voltage line clearance tree trimming and tree removal services around overhead electric lines and requires the contractor to follow the ANSI A300 standard for tree, shrub, and other woody plant maintenance. These tree trimming and tree removal services, which have a direct correlation to the reliability of the electric distribution/transmission system, have traditionally been bid on a three year cycle with a provision to extend the first year contract on an annual basis for two additional years. On April 3, 2023, the trustees awarded the bid for these services for FY24 which began July 1, 2023.								
Proposal/Solution:	Staff has been satisfied with Davey’s Tree Surgery Company who has met expectation and is requesting to renew the contract for the listed cost shown as Schedule 3 below. <u>Summary of Evaluation</u> <table><tr><th>Bidder Name</th><th>Schedule 1 First Year (\$)</th><th>Schedule 2 Optional Second Year (\$)</th><th>Schedule 3 Optional Third Year (\$)</th></tr><tr><td>Davey Tree Surgery Company</td><td>\$1,695,420</td><td>\$1,737,620</td><td>\$1,781,100</td></tr></table>	Bidder Name	Schedule 1 First Year (\$)	Schedule 2 Optional Second Year (\$)	Schedule 3 Optional Third Year (\$)	Davey Tree Surgery Company	\$1,695,420	\$1,737,620	\$1,781,100
Bidder Name	Schedule 1 First Year (\$)	Schedule 2 Optional Second Year (\$)	Schedule 3 Optional Third Year (\$)						
Davey Tree Surgery Company	\$1,695,420	\$1,737,620	\$1,781,100						
Financial Source/Impact:	The FY26 budget for electric includes funding for the recommended expenditures.								
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #3 SAFE COMMUNITY								
Recommended Action/Motion:	Motion to approve the contract extension, authorize expenditures up to \$1,781,100 and authorize General Manager to sign the contract documents.								
Prepared By:	Loren Smith, Electric Utility Dir.								
Reviewed By:	Loren Smith Brady Moore								

Teresa Kadavy

Submitted By:

Brady Moore, General Manager

Attachments

1. FY25-26 Davey Tree Surgery Company Extension #2
2. Davey Tree Surgery Contract - FY26
3. Supplier Response (Davey Tree Surgery Company) - FY26
4. SUA-23-27-Bid-Rec-Tree-Trimming (1)

EXTENSION AGREEMENT #2

SUA Contract for Services High Voltage Line Clearance Tree Trimming and Tree Removal Services SUA Bid #30-2023

THIS EXTENSION AGREEMENT is made and entered into on this 16th day of June 2025 by and between the STILLWATER UTILITIES AUTHORITY, a public trust, and DAVEY TREE SURGERY COMPANY ("Contractor").

WITNESSETH

WHEREAS, the parties entered into a written Contract for Services on the 7th day of April 2023 to provide High Voltage Line Clearance Tree Trimming and Tree Removal Services; and

WHEREAS, that Agreement provides that the parties may extend the agreement for two (2) successive one-year terms by written extension agreement.

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING AND THE MUTUAL COVENANTS AND AGREEMENTS HEREINAFTER SET FORTH, THE PARTIES AGREE:

1. Term of Agreement. The parties agree to extend the terms and conditions of the Contract for Services for an additional one-year term beginning July 1, 2025, and ending June 30, 2026.

2. Compensation. Pursuant to Paragraph 2, Term, of the Agreement, the parties hereby agree that Option 2 – Extension Term and Bid Schedule 3 shall apply to this Extension Agreement.

4. Effect of Contract Provisions. Except as specifically set forth above, all other provisions contained within the Agreement dated April 7, 2023, shall remain in full force and effect during the extension period and shall be binding on the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

DAVEY TREE SURGERY COMPANY

Larry Evans, President/General Manager

ATTEST:

Secretary
(seal)

STATE OF OKLAHOMA)
) ss.
COUNTY OF PAYNE)

Before me, a Notary Public in and for said County and State on this ____ day of _____, 2025, personally appeared, Larry Evans, President/General Manager, Davey Tree Surgery Company, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument and acknowledged to me that he/she executed the same as his/her free and voluntary act and deed and as the free and voluntary act and deed of such corporation, for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

NOTARY PUBLIC

My Commission Expires:
My Commission Number:

Approved and executed this 16th day of June, 2025.

STILLWATER UTILITIES AUTHORITY
a Public Trust

William H. Joyce, Chair

ATTEST:

Teresa Kadavy, Secretary

Approved as to form and legality this 16th day of June 2025.

Kimberly Carnley, General Counsel

**SUA Contract for Services
High Voltage Line Clearance Tree Trimming and Tree Removal Services
(Bid# 30-2023)**

This Contract made and entered into this 7th day of April, 2023 by and between Stillwater Utilities Authority, Oklahoma, a public trust, (hereinafter "SUA") and Davey Tree Surgery Company, (hereinafter "Contractor").

WITNESSETH:

WHEREAS, SUA has caused to be prepared in accordance with law, certain requirements, specifications and other documents for the work hereinafter described and has approved and adopted all of said contract documents, and has issued an Invitation for Bid and solicited sealed bids and has received sealed bids for the furnishing of all labor and materials for High Voltage Line Clearance Tree Trimming and Tree Removal Services as outlined and set out herein in accordance with the terms and provisions of this Contract; and

WHEREAS, SUA, in the manner provided by law, has examined and canvassed the bids submitted and has selected the above-named Contractor for High Voltage Line Clearance Tree Trimming and Tree Removal Services, and has duly awarded this contract to said Contractor, for the sum named in the bid, to wit:

One Million Six Hundred Ninety Five Thousand Four Hundred Twenty and 00/100 Dollars (\$1,695,420)

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL AGREEMENTS AND COVENANTS HEREIN CONTAINED, THE PARTIES TO THIS CONTRACT HAVE AGREED, AND HEREBY AGREE, AS FOLLOWS:

1. Contract Documents. The Contractor shall, in a good and first class workmanlike manner, at its own cost and expense, furnish all labor, materials, tools and equipment required to complete said work in strict accordance with this contract and the following Contract Documents:

Entire Bid Packet for Bid# 30-2023; High Voltage Line Clearance Tree Trimming and Tree Removal Services, Contractor's Bid Form, Bid Bond, Statutory Bond, Performance Bond, certificates of insurance for employer's liability, worker's compensation, comprehensive general liability, property damage, and automobile liability;

all of which said documents are on file in the office of the City Clerk, City of Stillwater, Stillwater, Oklahoma, and are made a part of this contract as fully as if the same were herein set out at length. Any terms and conditions contained in the Bid Packet are hereby incorporated and made a part of this service contract.

2. Term. The term of this Contract shall be July 1, 2023 through June 30, 2024. The parties shall have the option to extend this contract for two (2) successive one-year terms by agreement of the parties and execution of a written extension agreement prior to the end of the initial term. Each option to renew requires the express authorization and approval by the SUA Trustees. Failure of the SUA Trustees to expressly approve the Bid Schedule for the successive fiscal year will result in termination of this Contract.

Initial Term	July 1, 2023 through June 30, 2024	Bid Schedule 1
Option 1- Extension Term	July 1, 2024 through June 30, 2025	Bid Schedule 2
Option 2- Extension Term	July 1, 2025 through June 30, 2026	Bid Schedule 3

4. Payments to Contractor. SUA shall make payments to the Contractor in accordance with the Payment and Invoices provision of the Technical Specifications of the contract documents. (Technical Specifications (Form TS), Additional Requirements, Paragraph 11)
5. Acceptance of the Work. On completion of work, but prior to the acceptance thereof by SUA, it shall be the duty of SUA to determine, by examination that said work has been completely and fully performed in accordance with the Contract Documents.
6. No Indemnification by SUA. SUA shall not indemnify nor hold Contractor harmless for loss, damage, expense or liability arising from or related to this Contract, including any attorney's fees and costs. In addition, Contractor shall not limit its liability to SUA for actual loss or direct damages for any claim based on a material breach of this Contract and the documents incorporated herein. SUA reserves the right to pursue all legal and equitable remedies to which it may be entitled.
7. Indemnification by Contractor. Contractor agrees to indemnify and hold SUA and its authorized representatives harmless from any and all costs, liabilities, expenses, suits, judgments and damages to persons or property to the proportionate extent caused by the Contractor, its agents, employees or subcontractors and resulting from negligent acts, errors, mistakes or omissions from the Contractor's operation in connection with the services to be performed hereunder.
8. Bonds & Insurance Required. The Contractor shall provide all required bonds and insurance as set forth in the contract documents. Failure to comply with the bonds and insurance requirements at all times during the performance of this Contract is grounds for immediate termination of this Contract.
9. Termination. This Agreement may be terminated by SUA for convenience at any time upon seven (7) days prior written notice to the Contractor. This Agreement may be terminated for cause by the non-breaching party in the event the other party materially breaches this Agreement and provided the non-breaching party provides the breaching party five (5) days prior written notice and the opportunity to cure such breach(es) specified in the notice. In the event termination is for the convenience of SUA, payment will be made for the value of all services rendered up to the time of termination. In the event termination is for breach of contract by the Contractor, payment will be made only for the value of those services satisfactorily performed as determined by mutual agreement.
10. No Assignment. This Contract shall be binding upon the parties hereto and their heirs, executors, administrators and assigns. The Contractor shall not assign any of its rights or duties under this agreement or subcontract the whole or any part of its rights or duties under this agreement or subcontract the whole or any part of the work to be performed hereunder without first having obtained the written consent of the SUA to such assignment or subcontract. The SUA agrees that it will not unreasonably withhold its consent to any assignment or subcontract.
11. No Confidentiality. Contractor understands and acknowledges that SUA is subject to the Oklahoma Open Records Act (51 O.S. § 24A.1 et seq.) and therefore cannot assure the confidentiality of contract terms or other information provided by Contractor pursuant to this Contract that would be inconsistent with its compliance with the statutory requirements thereunder.
12. Governing Law. This Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principals. The parties agree that all causes of action shall be brought in the Federal or State Courts within the State of Oklahoma. The parties stipulate that venue is proper in a court of

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

competent jurisdiction in Payne County, Oklahoma and each party waives any objection to such venue. SUA does not and will not agree to binding arbitration of any disputes.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed, in three (3) duplicate originals, the day and year first above written.

STILLWATER UTILITIES AUTHORITY,
a public trust



Norman McNickle
Norman McNickle, General Manager

Teresa Kadavy
Teresa Kadavy, Secretary

Approved as to form and content this 24 day of April 2023.

Kimberly Carnley
Kimberly Carnley, General Counsel

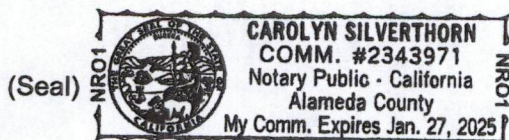
CONTRACTOR: Davey Tree Surgery Company

Sign Here →

Print Name: Kevin Peters

Print Title: Vice President of Operations

Subscribed and sworn to me before this 11th day of April, 2023 by
Kevin Peters - Vice President of Operations



Carolyn Silverthorn, Notary Public
Notary Public

My Commission Expires: Jan 27, 2025
My Commission Number: 2343971

Page 3 of 3



30-2023

**Davey Tree Surgery Company
Supplier Response**

Event Information

Number: 30-2023
Title: High Voltage Line Clearance Tree Trimming and Tree Removal Services
Type: Invitation For Bid
Issue Date: 2/4/2023
Deadline: 3/1/2023 03:00 PM (CT)

Contact Information

Contact: John McClenny
Address: 723 S. Lewis Street
Stillwater, OK 74074
Phone: (405) 742-8233
Email: john.mcclenny@stillwater.org

Davey Tree Surgery Company Information

Contact: Lisa Coyle
Address: 2617 South Vasco Rd.
P.O. Box 5015
Livermore, CA 94550
Phone: (925) 443-1723 x3230
Fax: (925) 443-1751
Toll Free: (800) 727-7782
Email: surgery.contracts@davey.com
Web Address: www.davey.com

By submitting your response, you certify that you are authorized to represent and bind your company.

Kevin Peters

Signature

Submitted at 2/28/2023 12:14:19 PM (CT)

surgery.contracts@davey.com

Email

Requested Attachments

Interest Affidavit

INTEREST AFFIDAVIT.pdf

Complete, scan and attach to your bid.

Cost Proposal Spreadsheet

Cost Proposal Spreadsheet.xlsx

Complete and upload. Enter total for each year under the line items tab in the online system.

Non-Collusion Affidavit

NON-COLLUSION AFFIDAVIT.pdf

Required by the Oklahoma Competitive Bidding Act, 61 O.S. 108.

Complete, scan and attach to your bid.

Affidavit of Claimant

AFFIDAVIT OF CLAIMANT.pdf

Complete, scan and attach to your bid.

Exception Notice

EXCEPTION NOTICE.pdf

All vendors and contractors must agree to the City/SUA general terms as set forth in the bid packet. If the vendor/contractor has additional terms and conditions that apply to the supply of goods/services offered, the terms and conditions must be submitted with the bid submission by completing and uploading the Exception Notice.

Bid Bond (5%)

Bid Bond.pdf

The required Bid Bond shall be made payable to the Owner ("City of Stillwater") for the sum of 5% of the Bidder's bid total. Complete, scan, and attach to your bid.

Business Relationship Affidavit

BUSINESS RELATIONSHIP AFFIDAVIT.pdf

Required by the Oklahoma Competitive Bidding Act, 61 O.S. 108.

Complete, scan and attach to your bid.

Trimmer Certification and Training

Line Clearance Training _0.pdf

Upload documentation of certification and training for the trimmers who will be working under this contract.

Bid Attributes

1 Bidder's Exact Legal Name:

(Must be Bidder's company name as reflected on its organizational documents, filed with the state in which bidder is organized; not simply a DBA)

Davey Tree Surgery Company

2 State of Organization:

Delaware

3 Bidder's Type of Legal Entity: (check one)

- ☐ Sole Proprietorship (Sole Proprietorship)
☐ Partnership (Partnership)
☒ Corporation (Corporation)
☐ Limited Partnership (Limited Partnership)
☐ Limited Liability Company (Limited Liability Company)
☐ Limited Liability Partnership (Limited Liability Partnership)
☐ Other (Other)

4 If you selected "Other" as type of legal entity above, please enter information below:

Not applicable

5 Bidder's Address:

2617 South Vasco Rd., Livermore, CA 94550

6 Bidder's Web Address (if applicable):

www.davey.com

7 Bidder's email address:

surgery.contracts@davey.com

8 Bidder acknowledgement of required experience

Bidder declares that they have been regularly engaged in contract tree trimming and and tree removal work in and around energized, overhead, high-voltage electric lines for a minimum of two (2) years.

☒ Yes (Yes)

9 Bidder acknowledgement of equipment requirements

Bidder agrees that all equipment necessary to perform the services in compliance with the bid documents that are not listed shall be provided by the Contractor and the cost for such equipment shall be considered to be included in the bid prices.

☒ Agree (Agree)

10 Emergency Crew Availability

List the number of Emergency Crews available and their locations.

Day 1 - 20 Crews (Oklahoma)

Day 2 - 94 Crews (TX/NM)

Day 3 - 251 Crews (Various States)

1 1	Subcontractor Listing Bidders shall list all subcontractors who will be performing work under this contract. Provide name, address, and description of work to be performed. Not applicable
1 2	Technical Specifications and Scope of Work I have read, understand, and will comply with all of the requirements in the Technical Specifications and Scope of Work. ☒ Agree (Agree)
1 3	Instructions For Bidders I have read and understand the Instructions For Bidders. ☒ Yes (Yes)
1 4	General Terms I have read, understand, and agree to the SUA's General Terms. Any exceptions requested are provided in the attached Exception Notice (if applicable). ☒ Yes (Yes)
1 5	Special Requirements I have read, understand, and agree to the Special Requirements ☒ Yes (Yes)
1 6	Standard Contract I have read and understand the SUA Standard Contract. I understand and agree that it will be the basis for any contract awarded under this bid. ☒ Yes (Yes)
1 7	Bond Requirements I understand that this bid requires a 5% bid bond and have completed and uploaded the required form. I understand that any contract under this bid will require a Performance Bond and Statutory Bond in the full amount of the contract. I have read and understand the bond documents provided under the attachments tab. ☒ Yes (Yes)
1 8	Purchasing Card Is a purchasing card Acceptable for payments without additional charges or fees? The card is a Mastercard. Please respond Yes or No. No
1 9	Reference Required Company Name: Austin Energy
2 0	Contact Name: Joseph Osborne
2 1	Contact Phone Number: (512) 322-6930

2	Contact Email:
2	joseph.osborne@austinenergy.com
2	Nature of Relationship with Bidder:
3	Customer

Bid Lines

1	Enter total from Cost Proposal spreadsheet
	Quantity: <u>1</u> UOM: <u>30 2024</u> Price: <u>\$1,695,420.00</u> Total: <u>\$1,695,420.00</u>
2	Enter total from Cost Proposal spreadsheet
	Quantity: <u>1</u> UOM: <u>30 2025</u> Price: <u>\$1,737,620.00</u> Total: <u>\$1,737,620.00</u>
3	Enter total from Cost Proposal spreadsheet
	Quantity: <u>1</u> UOM: <u>30 2026</u> Price: <u>\$1,781,100.00</u> Total: <u>\$1,781,100.00</u>

Response Total: \$5,214,140.00

- ✓ Option year FY20 Davey
- ✓ March 2, 2020 – [Report SUA-20-06](#) – Bid Award to Davey low bidder FY21
- ✓ Option year FY22 Davey
- ✓ Option year FY23 Davey

- Asplundh left the last contract with unfinished work and extremely poor service. This issue was the largest by far starting in March 2017 and ended with no resolution by December 2017 as Asplundh denied the damages and blamed inability to resolve issues as the contract had ended.
- Countless billing issues on a monthly basis taking staff significant amounts of time to verify and address.
- Asplundh regularly failed to provide the required three crews (per the contract), as well as inability to fully staff the crews that were provided for the required 40 hour work week.
- Lack of proper supervision of crews.
- Significant SEU administration time to resolve issues with Asplundh.

Proposal/Solution:

- Bid solicitations were prepared and advertised in accordance with the City's purchasing manual.
- Six bids were received and opened on March 1, 2023 and are tabulated in the table below.

Summary of Evaluation

Bidders Name	Schedule 1 First Year (\$)	Schedule 2 Optional Second Year (\$)	Schedule 3 Optional Third Year (\$)
Asplundh Tree Expert, LLC	\$1,442,620	\$1,457,900	\$1,472,940
Davey Tree Surgery Company	\$1,695,420	\$1,737,620	\$1,781,100
Trees, LLC	\$1,820,780	\$1,853,240	\$1,887,340
Nelson Tree Service, LLC	\$1,813,160	\$1,885,720	\$1,961,080
Wright Tree Service, Inc.	\$1,941,606.24	\$1,983,319.84	\$2,037,975.13
Looks Great Service of MS, Inc.	\$2,802,900	\$2,866,500	\$2,973,600

	• Davey Tree Surgery Company has done an excellent job exceeding expectations since FY18. Therefore, staff is recommending the bid be awarded to the lowest responsible bidder Davey Tree Surgery Company. • The contract will be awarded for FY24 and will begin July 1, 2023. • Upon continued satisfactory performance and funding, SUA will have the option to renew the contract for FY25 (Schedule 2 above) and FY26 (Schedule 3 above). The renewals will require approval by Trustees each fiscal year.
Financial Impact/Funding Source(s):	• The FY24 proposed budget for electric includes funding for the recommended expenditures.
Related Strategic Priority:	#1 Effective Services & Accountable Government: to provide effective services and accountable government for all citizens by practicing fiscal responsibility, transparency and outstanding customer service. #3 Safe Community: To identify effective services that enhance relationships, responsiveness and quality customer service.
Recommended Action/Motion:	Motion to award the tree trimming bid for fiscal year 2024 to Davey Tree Surgery Company in the amount of \$1,695,420 and authorize the general manager to execute the contract.
Prepared By:	Loren Smith, Electric Utility Director
Reviewed By:	Brady Moore, Assistant City Manager Patti Osmus, Assistant to City Manager
Submitted By:	Norman McNickle, General Manager

REPORT TO: STILLWATER UTILITIES AUTHORITY**MEETING DATE: JUNE 16, 2025**

Agenda Item:	2.d. SUA-25-14
Previous/Related Action:	SUA-23-31
Background/Issue:	Stillwater Energy Center uses three Wartsila 18V50SG engine/generators to produce electricity. The engine's primary components, control system, and many of the auxiliary components are manufactured by Wartsila. The maintenance services and equipment parts can only be purchased from Wartsila. The Grand River Dam Authority capacity purchase agreement includes provisions for a capacity payment based on availability of the engine/generators. If the engines/generators are not available, the capacity payment decreases, which can potentially have a negative revenue impact on the SUA.
Proposal/Solution:	Staff is requesting approval to purchase maintenance services or equipment parts up to \$400,000 from Wartsila.
Financial Source/Impact:	Funds are available in the electric rate stabilization fund and will be appropriated by approval of the attached budget amendment.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Motion to authorize FY26 expenditures for maintenance services or equipment parts up to \$400,000 from Wartsila for the three 18V50SG engine/generators at the Stillwater Energy Center and approve budget amendment appropriating \$400,000 from the Electric Rate Stabilization fund.
Prepared By:	Loren Smith, Electric Utility Dir.
Reviewed By:	Loren Smith Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, General Manager

Attachments

1. FY26 Wartsila engines or generators-Exp - 6.16.2025 - Signed
2. Item 2d. Report to Trustees

Budget Amendment Request
For Budget Year _____

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449

Office: 405.372.0025
Web: stillwater.org

Date: _____

Department: _____

Requested by: _____

Explanation:

Increase:

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
	-				
	-				
	-				
	-				
	-				

Decrease:

	-				
	-				
	-				
	-				
	-				

Net Change: (will usually result in a total increase or decrease)

Reviewed by Department Manager: Lo Smith

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by CMO: _____

Date: _____

Approved by City Council: ☐ Yes ☐ No

Date: _____

Processed by Finance: _____

Date: _____

Set ID: _____

Date Sent to SA&I: _____

--Print on Yellow Paper--

REPORT TO: STILLWATER UTILITIES AUTHORITY**MEETING DATE: JULY 1, 2024**

Agenda Item:	2.d. SUA-24-38
Previous/Related Action:	SUA-23-31
Background/Issue:	Stillwater Energy Center uses three Wartsila 18V50SG engine/generators to produce electricity. The engine's primary components, control system, and many of the auxiliary components are manufactured by Wartsila. The maintenance services and equipment parts can only be purchased from Wartsila. The Grand River Dam Authority capacity purchase agreement includes provisions for a capacity payment based on availability of the engine/generators. If the engines/generators are not available, the capacity payment decreases, which can potentially have a negative revenue impact on the SUA.
Proposal/Solution:	Staff is requesting approval to purchase maintenance services or equipment parts up to \$300,000 from Wartsila.
Financial Source/Impact:	Funds are available in the electric rate stabilization fund and will be appropriated by approval of the attached budget amendment.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Motion to authorize FY25 expenditures for maintenance services or equipment parts up to \$300,000 from Wartsila for the three 18V50SG engine/generators at the Stillwater Energy Center and approve budget amendment appropriating \$300,000 from the Electric Rate Stabilization fund.
Prepared By:	Loren Smith, Electric Utility Dir.
Reviewed By:	Loren Smith Teresa Kadavy
Submitted By:	Kimberly Meek, General Manager

Attachments

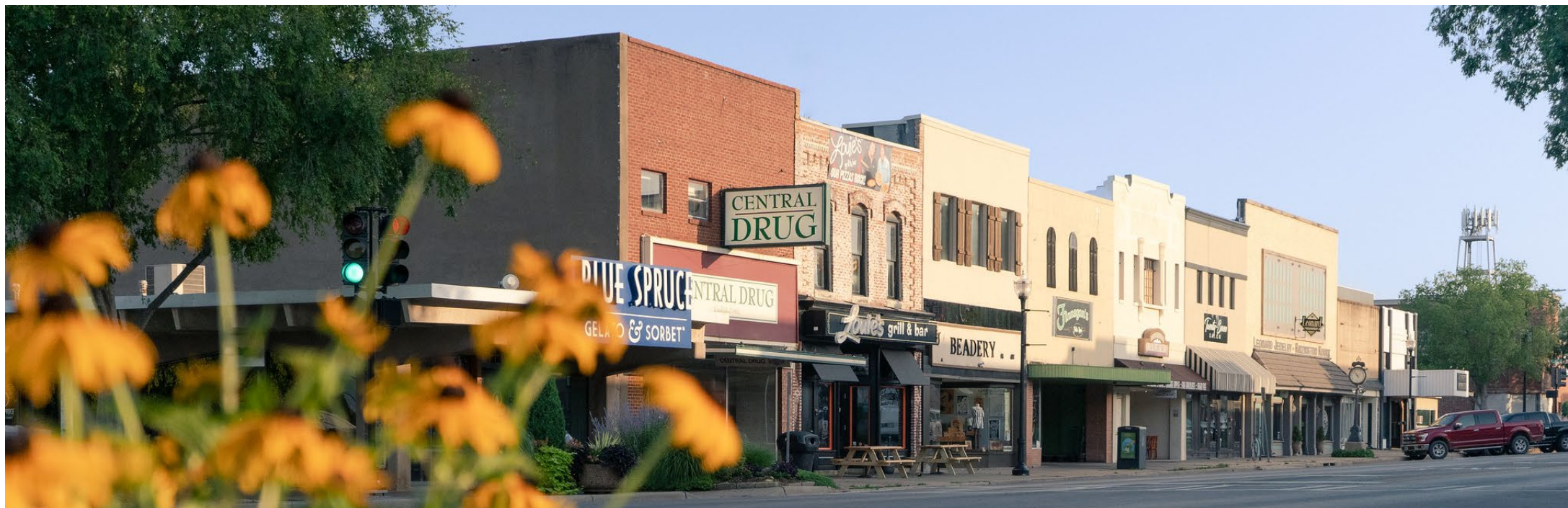
1. SUA-23-31-Wartsila
2. EL - Wartsila engines and generators - 7.1.2024 - Expenditure

REPORT TO: STILLWATER UTILITIES AUTHORITY**MEETING DATE: JUNE 16, 2025**

Agenda Item:	5.a. SUA-25-15
Previous/Related Action:	
Background/Issue:	On August 18, 2024, Trustees awarded NewGen Strategies LLC with a contract to conduct Waste Management's 2025 solid waste study. The contract requires that NewGen Strategies LLC provide recommendations to improve the efficiency of current services and provide alternatives for the future of the city's solid waste program.
Proposal/Solution:	NewGen Strategies LLC presentation of the 2025 Waste Management Solid Waste Study. Presentation includes recommendations on practical and cost-effective waste management solutions, a cost-of-service analysis, and rate design.
Financial Source/Impact:	N/A
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Presentation only. No recommended action. Staff will provide recommended action at a future SUA meeting.
Prepared By:	Matt Faulkner, Waste Mgmt. Dir.
Reviewed By:	Matt Faulkner Christy Driskel Teresa Kadavy
Submitted By:	Brady Moore, General Manager

Attachments

1. Final_SW Assesment and Management Study_6-16-25



June 16, 2025 | City of Stillwater

SOLID WASTE ASSESSMENT AND MANAGEMENT STUDY



KEY TASKS FROM SCOPE OF SERVICES



Operational Assessment of Specific Operations



Evaluate Potential New Services



Solid Waste Cost of Service and Rate Design



Ordinance Review and Recommended Changes

KEY FINDINGS

Operational Review

Recycling Transfer Station

- Relatively straightforward process to aggregate recyclables for transfer to recycling processing facility in Tulsa.
- Operation may benefit from tandem roll-off trailers to reduce the number of hauls.
- If the City were to significantly increase the amount of material recycled, it could consider operating its own recycling transfer station.

City Collection Center

- Current operation is efficient, but it has limited space on busy days.
- NewGen recommends the City bale clean, source-separated cardboard and directly sell it instead of sending it to the recycling transfer station.

KEY FINDINGS

New Services

Bulky Collection

- Current call-in operation is efficient and aligns with best practices.
- NewGen does not recommend the City change the current bulky collection system.

Commercial Dumpster Collection

- The City would benefit from transitioning from rear-load to front-load dumpster collection for commercial customers.
- NewGen recommends the City develop a plan to transition to front-load collection when the City's rear-load vehicle leases expire in approximately three years.

KEY FINDINGS

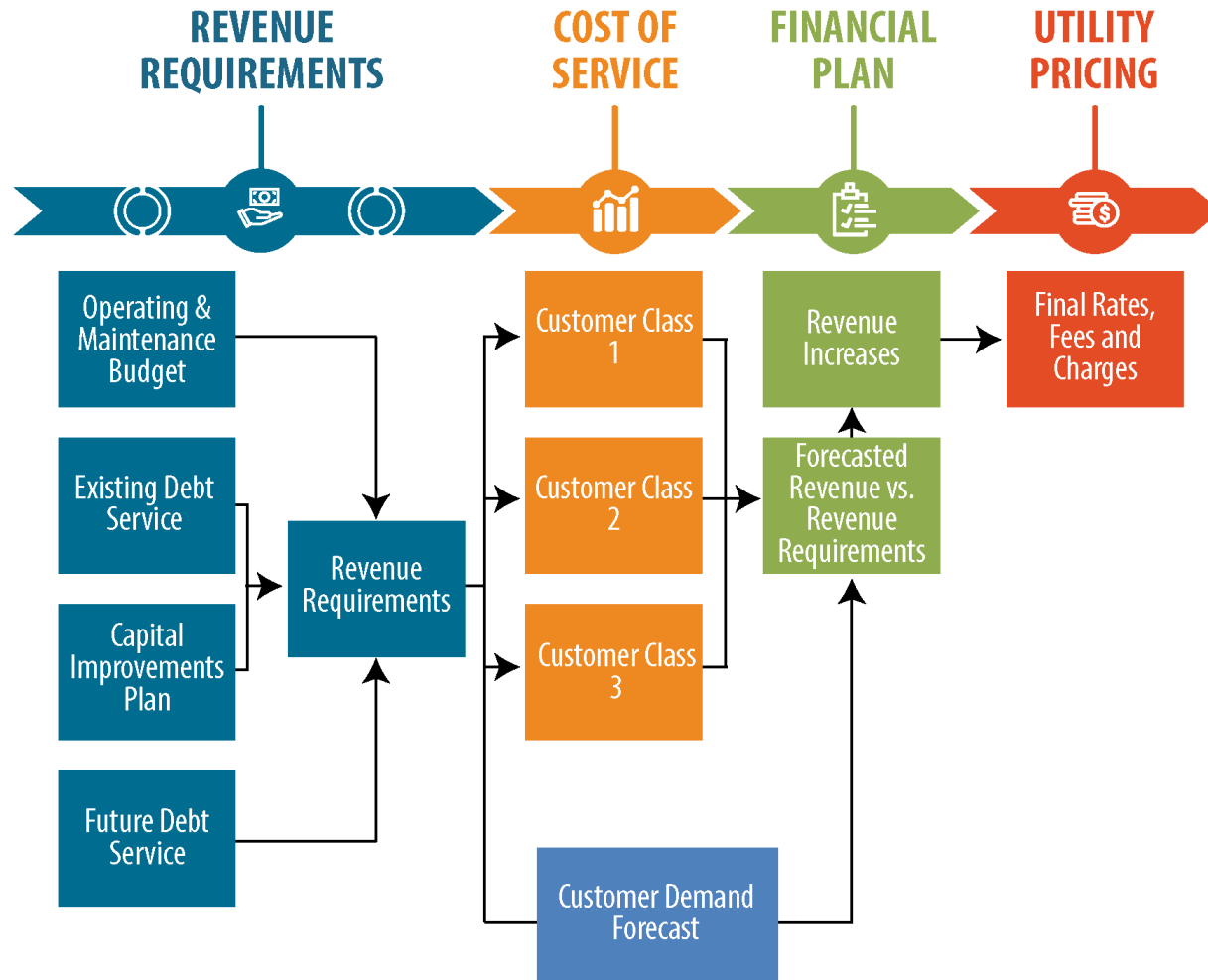
Ordinance Review

Ordinance Review

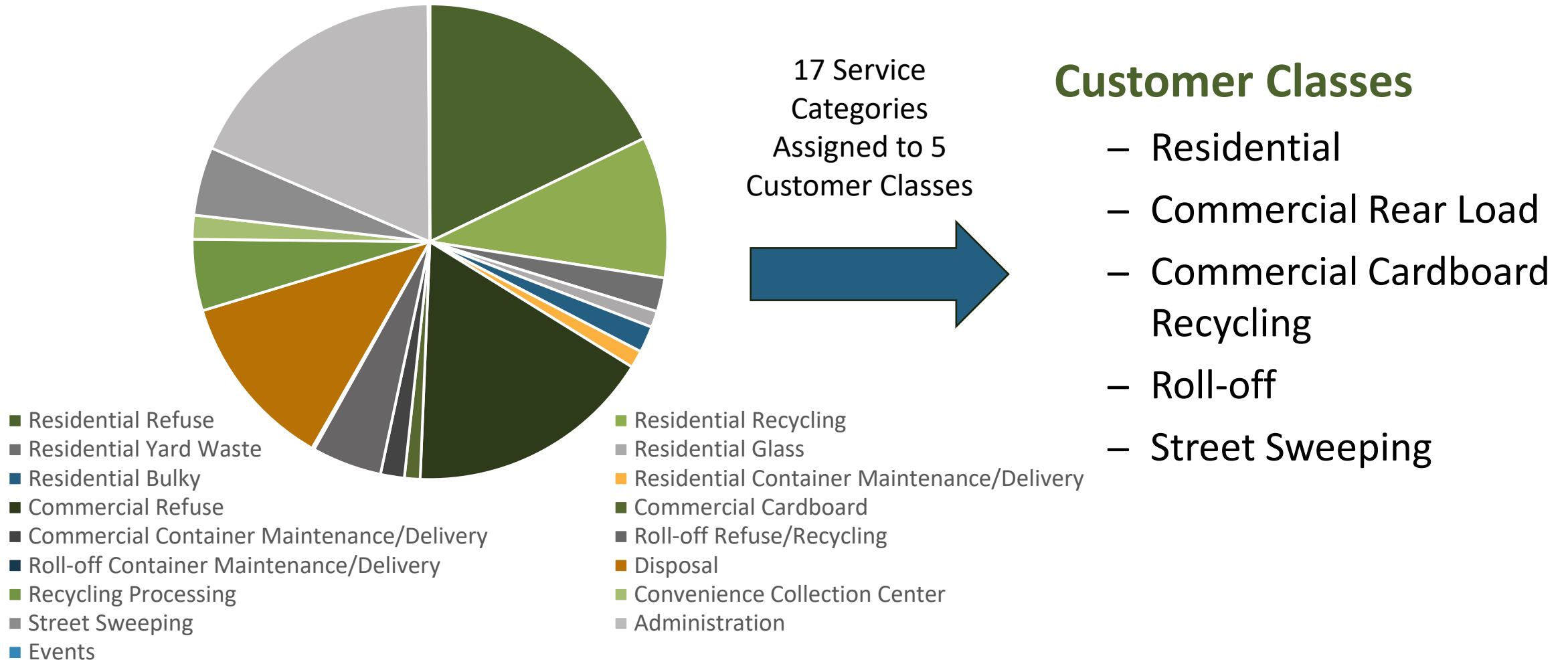
- NewGen reviewed the current ordinance to evaluate:
 - Discrepancies with current services or practices
 - Consistency with industry best practices
 - Consistency with recommendations from the Study
- NewGen developed a “redline” to document recommended ordinance changes.
- NewGen recommends the City review these recommendations with its legal staff and incorporate recommendations as appropriate.

COST OF SERVICE AND RATE DESIGN

COST OF SERVICE METHODOLOGY



SERVICE CATEGORIES AND CUSTOMER CLASSES



WASTE MANAGEMENT FUND RESERVES

Total balance beginning FY 2025 = \$3.7 million

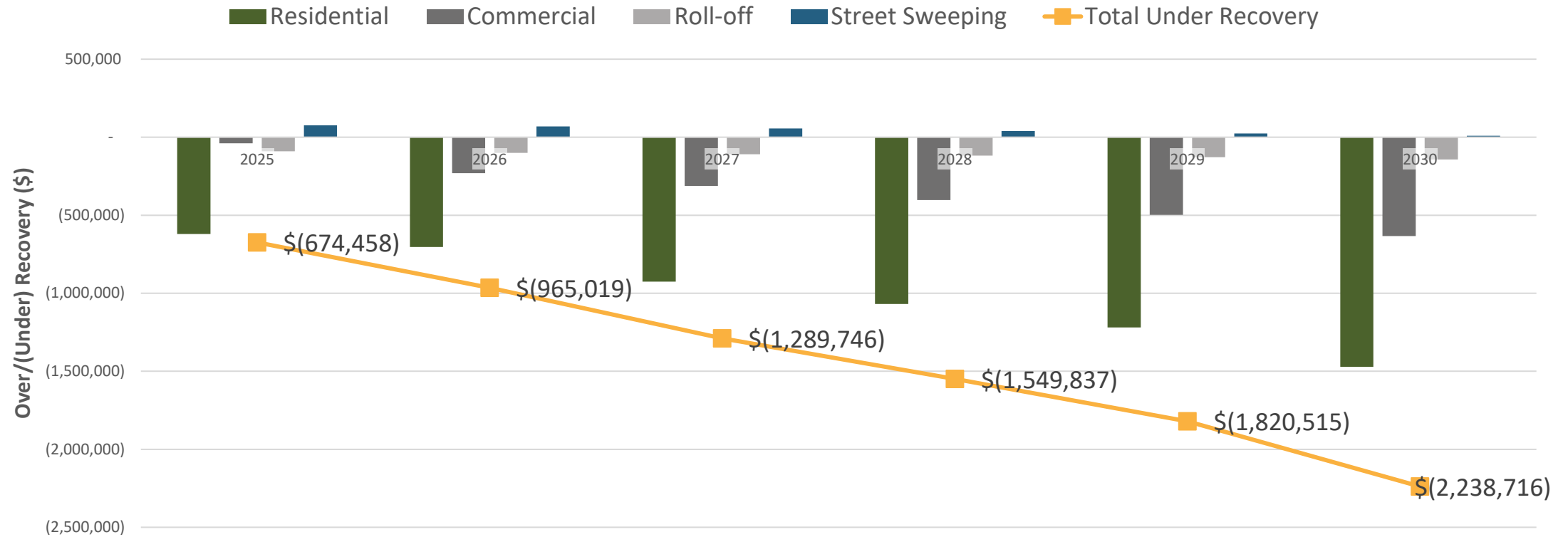
Minimum balance for Waste Management Fund = \$1 million

Uses for remaining \$2,746,708 of reserves

- \$500,000 for parking lot improvements
- \$425,000 for non-lease vehicle purchases
- Remaining to accommodate short-term operating deficits

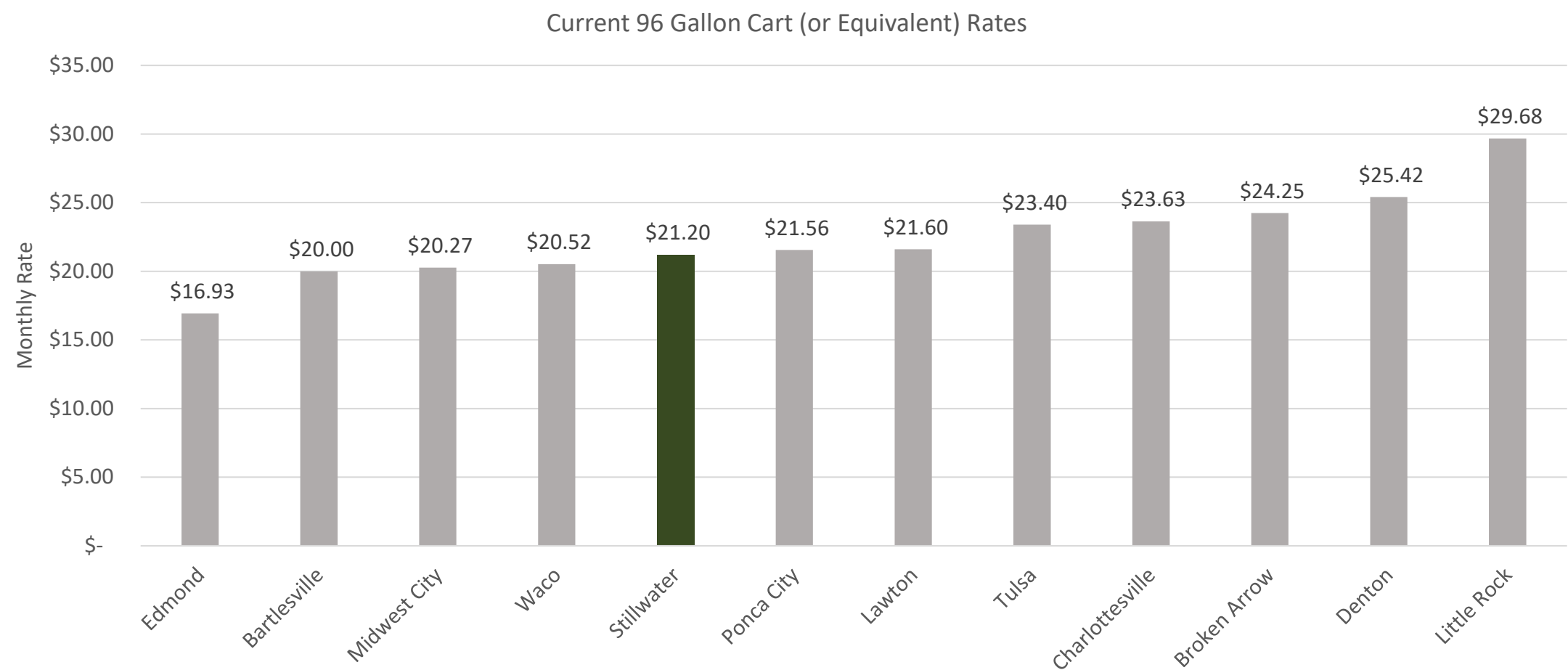
CURRENT RATES

OVER/(UNDER) RECOVERY PER CUSTOMER CLASS

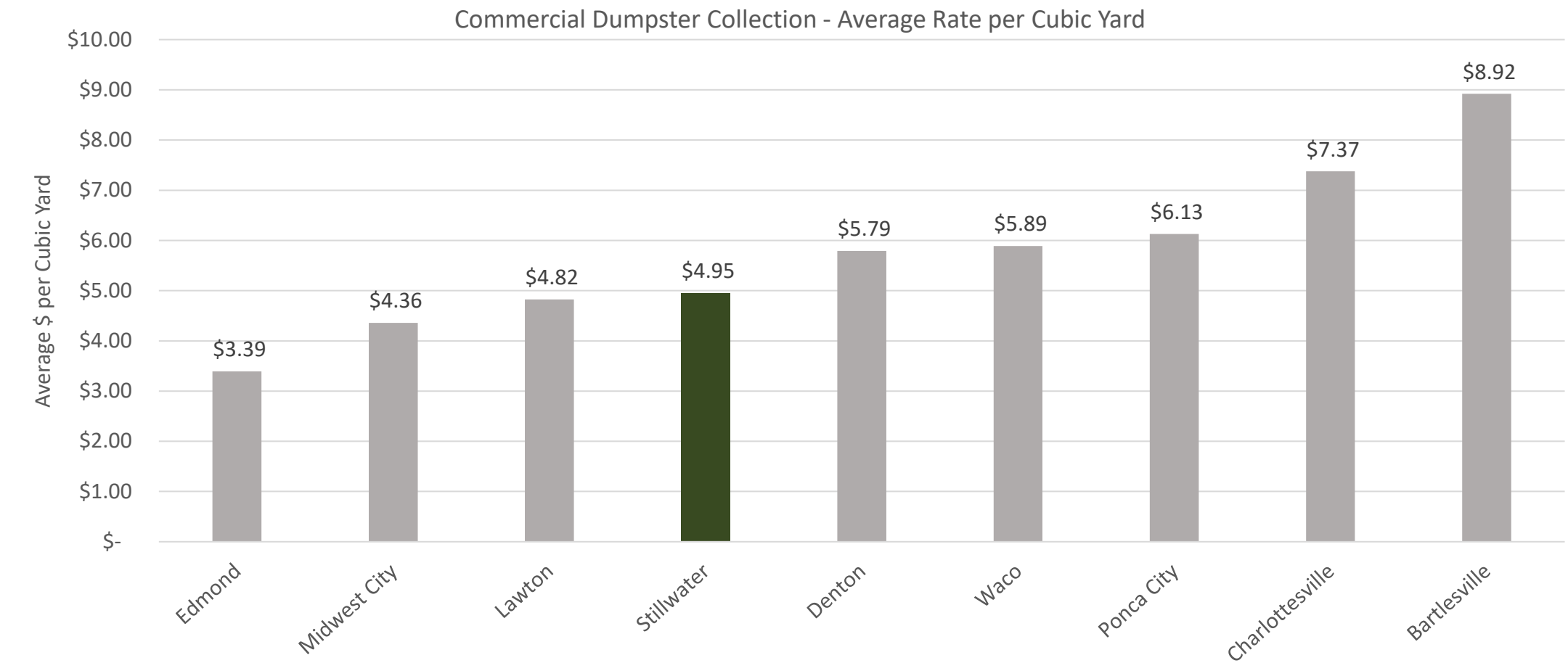


	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Total Fund Balance	\$2,872,250	\$1,207,231	\$(107,515)	\$(1,657,352)	\$(3,447,867)	\$(5,617,583)
Minimum Fund Balance	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000

BENCHMARKING - RESIDENTIAL



BENCHMARKING - COMMERCIAL



CURRENT CHALLENGES FACING THE SOLID WASTE INDUSTRY

Equipment

- Supply Chain
- Price of Steel



Cities need more time for vehicle delivery

Staffing

- High Demand for CDL Drivers



CDL driver shortage nationwide

Inflation

- Fuel Volatility



Inflation impacting cost of everything

INDEX AND
EQUIPMENT
INCREASES

Metric	Time Period	Avg Annual Increase
CPI – All Urban Consumers	2019-2024	4.2%
CPI – Garbage and Trash	2019-2024	5.0%
PPI – Solid Waste Collection	2019-2024	5.7%
Equipment Purchases		
Automated Side Loaders	2020-2023	16.0%
Rear-Loaders	2019-2025	7.1%
Roll-off Vehicles	2019-2024	11.0%
Street Sweepers	2020-2025	8.3%

TYPES OF RATE ADJUSTMENTS

Increase to Current Rate

- Apply a percentage increase to the existing rate

Rate Structure Changes

- Change the rate mechanism to charge differently than the current rate

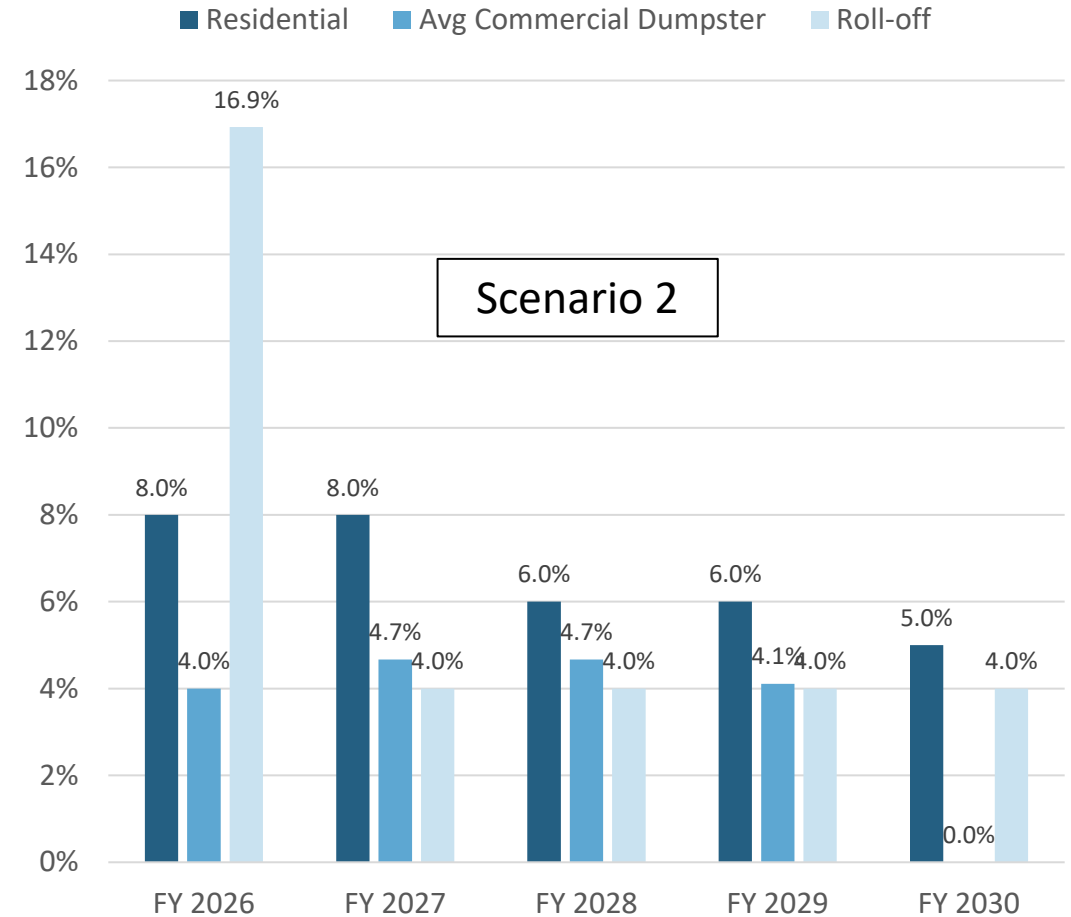
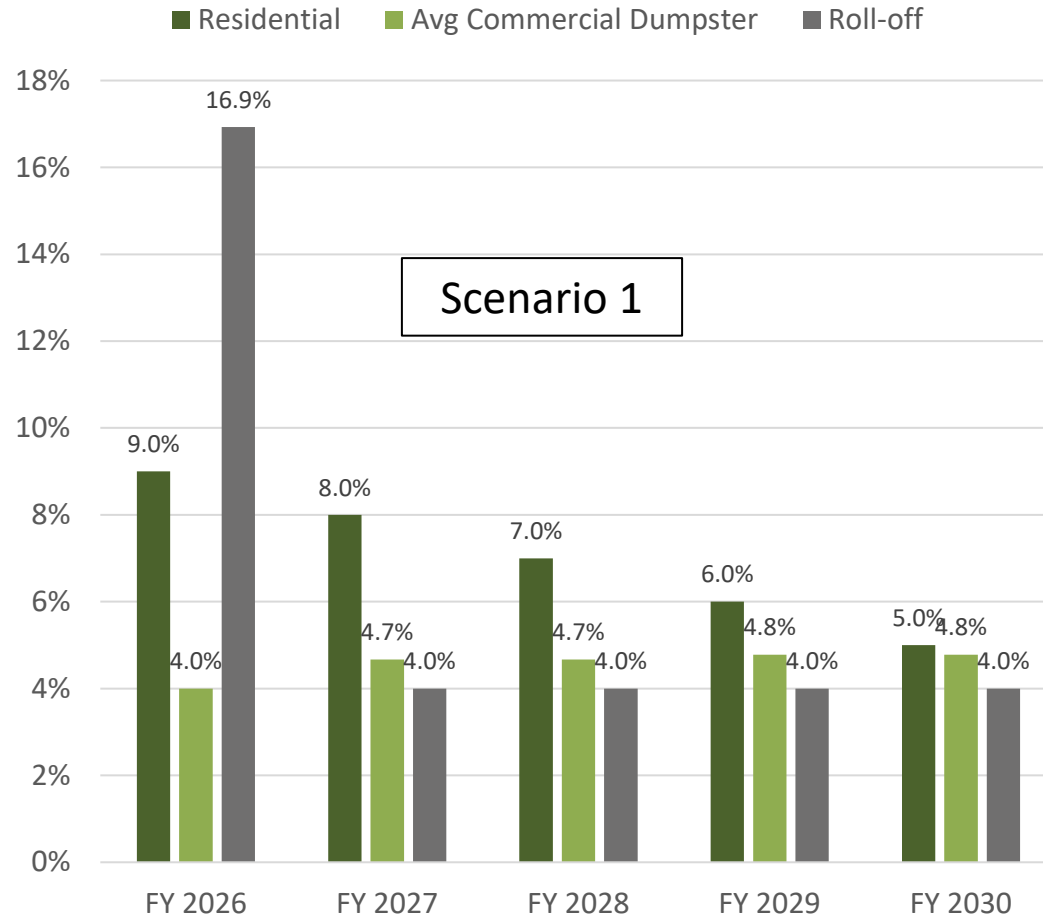
Recommended Rate Structure Changes

- Implement a two-part fee for all open-top and compactor collections
 - Uniform collection fee (“pull fee”) plus a disposal charge based on the actual weight of the load
 - Implement a minimum charge of one pull per month
- Shift commercial dumpster rates to better align with the cost of service (i.e., do not apply a uniform rate increase to all dumpster customers)
- Implement a fee for commercial recycling customers

SUMMARY OF CHANGES INCLUDED

	Scenario 1	Scenario 2
Residential Rate Increases	✓	✓
Revise Roll-off and Compactor Fee Structure	✓	✓
Revise Commercial Dumpster Fee Structure	✓	✓
Utilize Existing Fee for Cardboard Roll-offs	✓	✓
Implement Cardboard Baler		✓
Implement Fee for Commercial Dumpster Recycling		✓
Transition to Front-Load Dumpster Collection (FY 2029)		✓
Phase Out 32-Gallon Cart Size		✓

COMPARING RATE SCENARIOS



RATE SCENARIOS – RATES FOR FY 2026 (EFFECTIVE JAN 1)

	CURRENT	SCENARIO 1	SCENARIO 2
Residential	(FY 2025)	(FY 2026)	(FY 2026)
35-Gallon Cart	\$15.93	\$17.36	\$17.20
64-Gallon Cart	\$18.56	\$20.23	\$20.04
96-Gallon Cart	\$21.20	\$23.11	\$22.90
Commercial			
2 CY Dumpster Collected 1X Per Week	\$42.97	\$47.27	\$47.27
2 CY Dumpster Collected 2X Per Week	\$85.94	\$94.53	\$94.53
4 CY Dumpster Collected 1X Per Week	\$85.94	\$89.38	\$89.38
4 CY Dumpster Collected 2X Per Week	\$171.90	\$171.90	\$171.90
Roll-Off			
Inside City Roll-Off Pull Rate	\$330.00	\$300.00*	\$300.00*

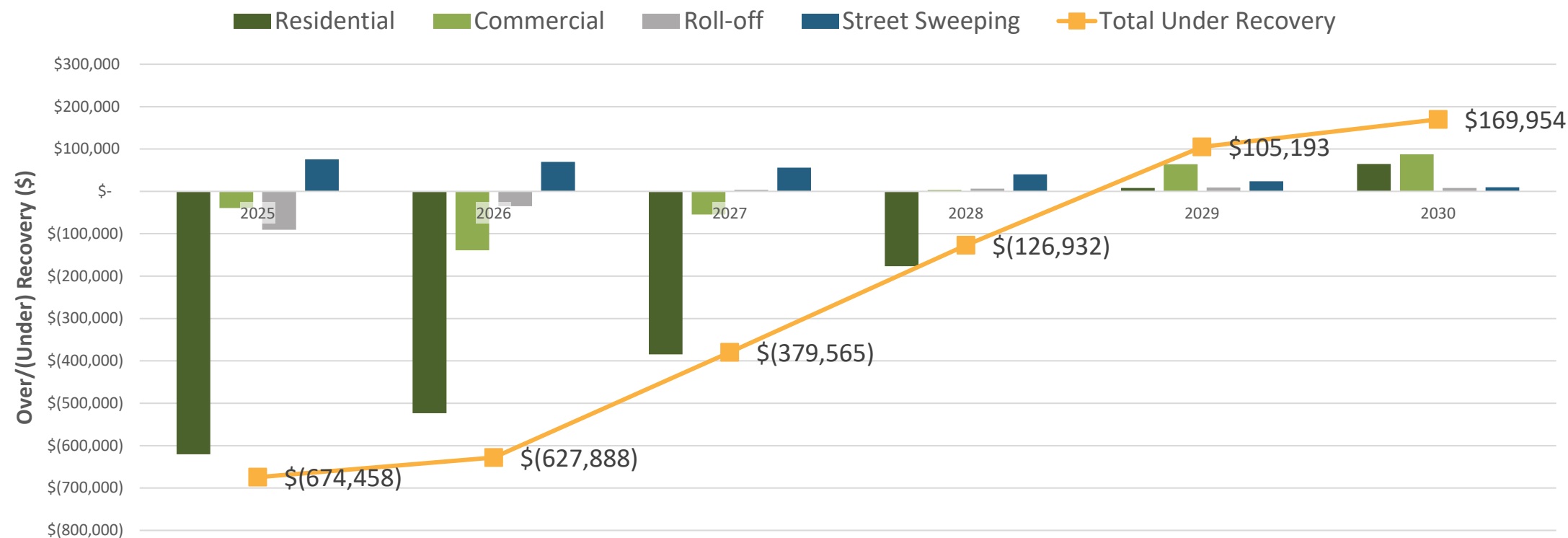
* Plus the actual cost of disposal.

RATE SCENARIOS – PROJECTED RATES FOR FY 2030 (JAN 1)

	CURRENT	SCENARIO 1	SCENARIO 2
Residential	(FY 2025)	(FY 2030)	(FY 2030)
35-Gallon Cart	\$15.93	\$22.33	\$21.92
64-Gallon Cart	\$18.56	\$26.02	\$25.54
96-Gallon Cart	\$21.20	\$29.72	\$29.17
Commercial			
2 CY Dumpster Collected 1X Per Week	\$42.97	\$69.20	\$61.77
2 CY Dumpster Collected 2X Per Week	\$85.94	\$138.41	\$123.54
4 CY Dumpster Collected 1X Per Week	\$85.94	\$102.56	\$99.57
4 CY Dumpster Collected 2X Per Week	\$171.90	\$182.37	\$177.06
Roll-Off			
Inside City Roll-Off Pull Rate	\$330.00	\$350.96*	\$350.96*

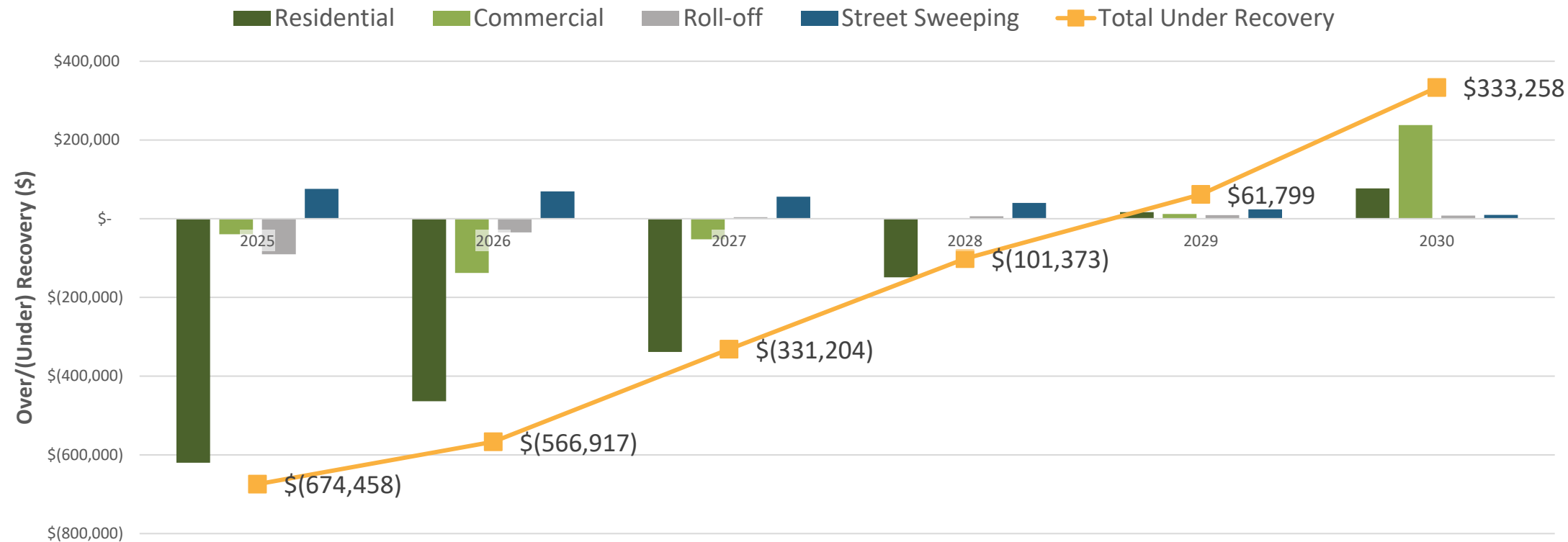
* Plus the actual cost of disposal.

RATE SCENARIO 1



	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Total Fund Balance	\$2,872,250	\$1,544,361	\$1,139,796	\$1,012,864	\$1,118,058	\$1,288,012
Minimum Fund Balance	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000

RATE SCENARIO 2



	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Total Fund Balance	\$2,872,250	\$1,605,333	\$1,249,129	\$1,147,756	\$1,209,555	\$1,542,813
Minimum Fund Balance	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000

SUMMARY

Residential, commercial, and roll-off rates have not kept pace with rising costs.

Residential service significantly under-recovers the cost of service. Rate increases and rate structure changes needed to maintain a positive fund balance.

Implementing the recommended operational improvements reduces the rate increases needed for residential and commercial customers.

The rates for the City of Stillwater are comparable to the benchmarks, and other cities are facing the same upward pressure on rates.

QUESTIONS

DAVE YANKE
PRESIDENT, NEWGEN STRATEGIES AND SOLUTIONS

